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5 JUL 1977

This Notice Expires 1 July 1978

Office of Personnel

PERSONNEL

24 June 1977

STATINTL

### EXTENSION OF THE TRIAL/ PERIOD FOR NEW EMPLOYEES

1. Effective 10 May 1977 the trial period for new employees of the Agency was extended from one year to three years. The trial or probationary period has been the subject of a detailed Agency study and it has been determined that one year does not provide an adequate time frame in which to make a reasoned judgment of an employee's abilities and talents. The Agency's tasks and assignments often require lengthy training periods for new employees, making it difficult to obtain meaningful performance evaluation after only 12 months of service. The three-year period will give both the employee and management a more realistic period for assessment of the individual's qualifications.

2. During the first two years of the trial period, involuntary termination of employment may be effected by the Director of Personnel on the recommendation of the Head of the employee's Career Service. During the third year of the trial period, involuntary termination of employment may also be effected by the Director of Personnel; however, the Director of Personnel's decision may be appealed to the Director of Central Intelligence for review.

3. The career selection process is a vitally important function in the management of the Agency, and it is essential that careful reviews and determinations be made during the trial period that employees do or do not meet Agency suitability standards for continued employment. The effectiveness of this depends on the thoroughness of the evaluation procedures used within each Career Service. Since the Fitness Report system is a key factor in documenting the evaluation of the employee's performance during the trial period, a recommendation, to be included as the first sentence of the narrative part of the Fitness Report, for either continuation of employment or termination, is required before the end of each year of the trial period. When the level of performance is in question, but management has determined that the employee deserves additional time or another assignment to provide the basis for further assessment, a separate memorandum, acknowledged by the employee, must be prepared to accompany the Fitness Report explaining the situation. Recommendations for termination, of course, need not be delayed to coincide with the due date of the Fitness Report but may be made anytime during the trial period.

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4. Proposals for termination during the trial period will be formalized in a memorandum from the Operating Official to the Head of the Career Service for recommendation to the Director of Personnel. Recommendations for termination after the second year of the trial period will include an explanation by the Head of the Career Service as to the factors that precluded an earlier recommendation for termination. Early resolution must be made of apparent cases of unsuitability or poor performance. Neither the employee nor the Agency benefits by the avoidance or delay of the management responsibility to determine whether new employees should be retained or not.

5. To provide for adequate advance notice to employees and time to present appeals, the following is the schedule for submission of Fitness Reports during the trial period:

At the end of 12 months of service  
At the end of 21 months of service  
At the end of 33 months of service

6. Agency regulations concerning this subject will be modified as appropriate to reflect this new policy.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES